

Bank reconciliation – pro forma

Name of smaller authority: CHARNOCK RICHARD PARISH COUNCIL

County area (local councils and parish meetings only): LANCASHIRE

Financial year ending 31 March 2018

Prepared by MRS. C.A. CROSS - CLERK TO THE COUNCIL (Name and role)
+ R.F.O.

Date 10/5/18.

Balance per bank statements as at 31 March 2018: £ £

CURRENT ACCOUNT.

100.00

DEPOSIT ACCOUNT.

92,729.09

92,829.09

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018

CHEQUE NO: 1766 £25.00
1767 15.00
1773 359.37

399.37

Add: any un-banked cash at 31 March 2018

N/A.

Net balances as at 31 March 2018 (Box 8)

£92,429.72

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

39,353.57

Add: Receipts in the year

77,851.63

Less: Payments in the year

24,775.48

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

£92,429.72

(See [example](#) for guidance if required)